
eBID SUPPLIER TRAINING GUIDE

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CURRENT BID OPPORTUNITIES

Sign into eBid

- [New to eBid?](#)
- [Forgot password?](#)

Bids Past and Present

- [Available Bid Opportunities](#)
- [Awarded Bids](#)
- [eBid Site Terms](#)

Click on the “**Available Bid Opportunities**” link.

You can view the Available Bid Opportunities and the Closed Bid Opportunities. By clicking on the blue Bid Number, you can view the specific bid and any attachments.

Available Bid Opportunities

Bid Number	Bid Type
14084	RFP - Sealed
14064	RFQ - Sealed
14090	RFP - Sealed
14059	RFP - Sealed

AWARDED BID INFORMATION

Sign into eBid

- New to eBid?
- Forgot password?

Bids Past and Present

- Available Bid Opportunities
- **Awarded Bids**
- eBid Site Terms

Click on the “**Awarded Bids**” link.

You can view the Awarded Bid Information. By clicking on the blue Bid Number, you can view the specific bid and any attachments.

LOGGING INTO THE SYSTEM

Sign into eBid

- New to eBid?
- **Forgot password?**

Bids Past and Present

- Available Bid Opportunities
- Awarded Bids
- eBid Site Terms

Enter your Username and Password and click the Sign In button. (If you forgot your password; click on the “**Forgot password?**” link.)

FIRST TIME BIDDERS QUICK TUTORIAL DOCUMENT

Use the link in the following screenshot to go view the Supplier Quick Tutorial document

Welcome to University of Iowa eBid!

To view or respond to a current bid event, click on the Bid Number below. To access information about closed events, click the 'Closed Bids' tab.

To view a four page quick reference guide on how to respond to a bid, [click here](#).

HOME PAGE NAVIGATION

Here is a screenshot of the home page

Bid Number	Bid Title	Bid Type	Bid Issue Date	Bid Close Date/Time
14816	Corning Cable	RFQ - Sealed	08/27/2012	8/31/2012 3:00:00 PM CST
14817	IRL paging amplifier	RFQ - Sealed	08/27/2012	8/31/2012 3:00:00 PM CST
14622	Miscellaneous Emergency Water Line Service and Excavation	RFP - Sealed	08/08/2012	9/10/2012 3:00:00 PM CST

The tabs on the top of the screen allow you to navigate between Bid Events and your Profile.

Below the tabs, you can toggle between Available and Closed Bids, Responses, and Awards when on the Bids Events tab.

There are sections on the page for My Invitations; this shows bids that you have received an invitation to participate; this invitation is based on the parameters set by the Purchasing Agent preparing the bid opportunity and may be based on your commodity classification(s). Also is a section for My Recent Draft Responses; which shows any responses you are currently preparing for a bid and haven't submitted yet. You can view any of the bids listed under either of these sections by clicking on the blue bid number.

REVIEWING BID OPPORTUNITIES

By viewing the available bids or your recent invitations, click on the blue bid number to review the bid. This will take you to the Bid Detail page.

The screenshot shows a web interface for bid management. At the top, there are navigation tabs: **Bids**, **Auctions**, and **Admin**. Below these are sub-tabs: **Bid Requests**, **Bid Responses**, and **Bid Awards**. The main content area is titled **Bid Detail** and contains three links: **Return**, **Respond**, and **History**. The page is divided into several sections:

- Bid Information**: Includes Organization (University of Iowa Purchasing), Buyer Name (Jayne Keiser Purchasing Agent II), Buyer Email (jayne-keiser@uiowa.edu), Buyer Phone (319) 335-0305, Buyer Fax (319) 335-0381, Bid Number (JMK-67890), Bid Title (Computers), Bid Type (RFQ- Sealed), Bid Security (Sealed), Issue Date & Time (2/22/2008 3:11:14 PM Eastern), Close Date & Time (3/22/2008 1:00:00 PM Eastern), Bid Notes, Bid Status (Issued), and Status Reason (Bid request issued by the system).
- Contact Information**: Includes Address (202 PCO, Iowa City, IA 55242 USA), Contact Name (Jayne Keiser Purchasing Agent II), Department (Purchasing), Building (PCO), Floor/Room (202), Contact Phone (319) 335-0305, Contact Fax (319) 335-0381, and Contact Email (jayne-keiser@uiowa.edu).
- Ship to Information**: Includes Address (202 PCO, Iowa City, IA 52242), Contact Name (Chris Leichty), Department (Purchasing), Building (PCO), Floor/Room (202), Contact Phone (319) 335-0384, Contact Fax (319) 335-2443, and Contact Email.
- Bill to Information**: Includes Address (202 PCO, Iowa City, IA 52240 USA), Contact Name (AP), Department (AP), Building (PCO), Floor/Room (202), Contact Phone (319) 335-1234, Contact Fax (319) 335-1222, and Contact Email (jennifer-wilkins@uiowa.edu).

The **“Return”** link under Bid Detail will take you to the previous screen. The **“Respond”** link will allow you to prepare a bid response. The **“History”** link will shows a Bid Audit History of any changes/adjustments made to the bid.

The above screenshot shows the Bid Information, Contact Information, Ship to Information and Bill to Information in regards to the bid you are viewing.

Additional sections on are shown below

Event Activities

No Event Activities

Bid Attachments

#	Name	Description
1	RFPterms.pdf (34KB) [View]	Use for RFPs.

Items 1-1 shown of 1

Bid Attributes

#	Name	Note	Response	Type
1	Years in business	place the numeric value of years in business in the space provided.	Required	Numeric
2	Terms & Conditions Acknowledgement	I agree	Required	Checkbox

Items 1-2 shown of 2

Bid Messages

No Bid Messages

Bid Line Items

Line	Specification						
1	Percent Off <table border="1"><thead><tr><th>Qty</th><th>UOM</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>EA</td><td>Optiplex computer</td></tr></tbody></table> Manufacturer: Dell Manufacturer #: 7512 Item Notes:	Qty	UOM	Description	1	EA	Optiplex computer
Qty	UOM	Description					
1	EA	Optiplex computer					

Items 1-1 shown of 1

Event Activities section shows any upcoming events related to the bid (such as a phone conference);

Bid Attachments includes attached file for your review pertaining to the bid (terms and conditions, ect);

Bid Attributes are questions or acknowledgements pertaining to requirements of the bid; Bid Messages show any messages related to the bid posted by the Purchasing Agent; Bid Line Items shows the requested goods/services and specifications.

***Any item on this page with [\[View\]](#) next to it is an attachment that will open in a separate window.

RESPONDING TO BID OPPORTUNITIES

Click on the Respond link under Bid Detail

Bid Detail

Return Respond History	
Bid Information	Contact Information
Organization University of Iowa Purchasing (University of Iowa Purchasing)	Address 202 PCO
Buyer Name Jayne Keiser Purchasing Agent II	
Buyer Email jayne-keiser@uiowa.edu	Iowa City, IA 55242 USA
Buyer Phone (319) 335-0305	
Buyer Fax (319) 335-0381	Contact Name Jayne Keiser Purchasing Agent II
Bid Number JMK-67890	Department Purchasing
Bid Title Computers	Building PCO
Bid Type RFQ- Sealed	Floor/Room 202
Bid Security Sealed	Contact Phone (319) 335-0305
Issue Date & Time 2/22/2008 3:11:14 PM Eastern	Contact Fax (319) 335-0381
Close Date & Time 3/22/2008 1:00:00 PM Eastern	Contact Email jayne-keiser@uiowa.edu
Bid Notes	
Bid Status Issued	
Status Reason Bid request issued by the system.	
Ship to Information	Bill to Information
Address 202 PCO	Address 202 PCO
Iowa City, IA 52242	Iowa City, IA 52240 USA
Contact Name Chris Leichty	Contact Name AP
Department Purchasing	Department AP
Building PCO	Building PCO
Floor/Room 202	Floor/Room 202
Contact Phone (319) 335-0384	Contact Phone (319) 335-1234
Contact Fax (319) 335-2443	Contact Fax (319) 335-1222
Contact Email	Contact Email jennifer-wilkins@uiowa.edu

You are now ready to create a bid response; below is the screen you will see

Edit Bid Response

[Return](#)
[Save](#)
[Submit](#)
[No Bid](#)
[View Response](#)
[Status](#)
[Documents](#)
[Response History](#)
[Bid History](#)

Bid Information		Contact Information		Ship to Information	
Organization	University of Iowa Purchasing (University of Iowa Purchasing)	Address	202 PCO	Address	202 PCO
Bid Creator	Jayne Keiser Purchasing Agent II		Iowa City, IA 55242 USA		Iowa City, IA 52242
Email		Contact Name	Jayne Keiser Purchasing Agent II	Contact Name	Chris Leichty
Phone	(319) 335-0305	Department	Purchasing	Department	Purchasing
Fax	(319) 335-0381	Building	PCO	Building	PCO
Bid Number	JMK-67890	Floor/Room	202	Floor/Room	202
Bid Title	Computers	Contact Phone	(319) 335-0305	Contact Phone	(319) 335-0384
Bid Type	RFQ- Sealed	Contact Fax	(319) 335-0381	Contact Fax	(319) 335-2443
Bid Security	Sealed	Contact Email	jayne-keiser@uiowa.edu	Contact Email	
Issue Date & Time	2/22/2008 3:11:14 PM Eastern				
Close Date & Time	3/22/2008 1:00:00 PM Eastern				
Bid Notes					
Attachments Allowed	No				
Response Status	Viewed				

Supplier Information		Supplier Note to Buyer	
Supplier Name	LND Green	Supplier Notes	<div style="border: 1px solid gray; height: 60px;"></div>
Address	357772 Coastal Rd PO Box 321 Hilton Head, SC 32654		
Contact Name			
Phone	1 (800) 777 7777		
Fax	1 (800) 777 7776		
Email			

Enter any notes you want the buyer to have regarding this bid in the Supplier notes box
 Your company information will be shown in the supplier information section.

Event Activities

No Event Activities

Bid Attachments

#	Name	Description
1	RFPterms.pdf (34KB) View	Use for RFPs.

Items 1-1 shown of 1

Bid Attributes

#	Name	Note	Type	Response
1	Years in business	place the numeric value of years in business in the space provided.	Numeric	<input type="text"/> *
2	Terms & Conditions Acknowledgement	I agree	Checkbox	<input type="checkbox"/> Agreed *

Items 1-2 shown of 2

Bid Messages

No Bid Messages

Bid Line Items

[Go to Line](#)
[No Bid Lines](#)

Line	Specification	Percent Off	Extended						
1	Percent Off <table border="1"> <thead> <tr> <th>Qty</th> <th>UOM</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>EA</td> <td>Optiplex computer</td> </tr> </tbody> </table> Manufacturer: Dell Manufacturer #: 7512 Item Notes: Supplier Notes: <div style="border: 1px solid gray; height: 30px;"></div>	Qty	UOM	Description	1	EA	Optiplex computer	<input type="text"/>	No Bid
Qty	UOM	Description							
1	EA	Optiplex computer							

Items 1-1 shown of 1

The above screenshot displays the other information you need to review and complete. Bid Attachments can be viewed by clicking on [View](#) to the right of the file name. Bid Attributes with a red asterisk require responses. Bid Line Items are the place to enter the price per line and any notes regarding the goods/services.

Bid Attributes

Attribute #41: Terms & Conditions Acknowledgement - *This attribute has been changed as part of an addendum. See 'History' for details.*
Attribute #42: Terms and Conditions Acknowledgement #2 - *This attribute has been changed as part of an addendum. See 'History' for details.*

#	Name	Note	Type	Response
1	Supplier Background Information	Provide a brief description of your firm including the name(s) of its owner(s) and/or principal officer(s), the date of origin and/or incorporation and the length of time your company has been in the business of providing Household Moving Services.	Long Text	<input type="text"/>
2	Insurance	Provide certificates of insurance showing the coverage maintained by your organization. See attached specifications for the insurance requirements specific to this Request for Proposal.	Note	N/A
3	Firm for Sale	If your firm is currently for sale or involved in any transaction to expand or to become acquired by another organization, please explain. If your firm has been involved in any reorganization, acquisition, or merger within the last three (3) years, please explain.	Long Text	<input type="text"/>
4	Complaints Filed	Have any complaints been filed with state or federal agencies or have any lawsuits been brought in which your firm was alleged to have violated any laws? If so, describe in detail the circumstances and the outcome, including the names and the docket number of the case.	Long Text	<input type="text"/>
5	Communications with University	Explain in detail the way in which your firm will consult with University personnel on an ongoing basis to discuss both strengths and weaknesses of the Household Moving Services provided as a result of this RFP and recommended practices that seek to promote maximum efficiencies.	Long Text	<input type="text"/>
6	Education and Supervision of Employees	Describe in detail various programs that are made available to your firm's personnel for continuing education opportunities, (i.e., automation enhancements, product knowledge, etc.). If your firm employs temporary help, what provisions are made to ensure that these employees are adequately trained and adequately supervised during a move? Does your firm agree to be responsible for the actions of all employees, including temporary help?	Long Text	<input type="text"/>
13	Exceptions to Discounts	List all items, which are exceptions to the previously stated interstate and intrastate discount percentages that may occur during a household move.	Long Text	<input type="text"/>
14	Minimum Weight Option	Some Carriers in the state of Iowa may operate under a minimum weight option that includes moving lower weight households (on an intrastate basis) at the Carrier's convenience or as an expedited service. As an example, this minimum weight option may apply on shipments of less than 5,000 pounds. These shipments, when classified as expedited service, would be charged at a 5,000-pound line haul rate regardless of actual weight. This minimum weight option would not be applicable, however, if the load was moved at Carrier's convenience. Please state if this minimum weight option is applicable or not applicable in terms of this RFP. If it is applicable, what are the terms of the minimum weight requirement?	Long Text	<input type="text"/>
15	Rate Adjustments	Do you agree that the University of Iowa and its Shippers are exempt from all seasonal rate adjustments for the duration of this contract and its renewal period? See attached specifications. If no, please explain what rate variations may be expected.	Long Text	<input type="text"/>

Items 1-15 shown of 43 • Page 1 of 3 shown

1 2 3 >>

Above is an example of a bid with 43 bid attributes and is a good example of your need to pay close attention to the grey bar below each section. The initial page shows Items 1-15 of 43. Towards the left edge of the there are numbers 1 2 3 and arrows which allow you to toggle thru to the additional bid attributes. You always want to be aware of the possibility of multiple pages within some sections when responding to bids. This will ensure that you have fully read and completed all aspects related to the bid.

Click **“Submit”** under the Edit Bid Response and your bid is submitted. You have an opportunity to withdraw or change your bid prior to the closing time by clicking on the appropriate link under the Edit Bid Response section.

CONTACT INFORMATION:

Please send any questions/comments to: ebid@uiowa.edu.